

DD/S 72.2830

DD / S R E G I S T R Y
F I L E Training 1

14 JUL 1972

MEMORANDUM FOR: Senior Training Officers

SUBJECT : Information Science Training Program
for FY 1974

1. As the result of the recommendation in 1965 of the President's Foreign Intelligence Advisory Board (PFIAB), and a follow-up study by a USIB committee, the DCI requested the Department of Defense to develop and support a program of Information Science training for the benefit of all USIB agencies and departments. Thus, the Information Science Center (ISC) was established in 1967 at the facilities of the Defense Intelligence School (DIS). In 1970 CIA detailed two staff members to augment the faculty of the ISC. In early 1972 DIA announced that it would be necessary to withdraw their financial and personnel staffing support to this project because of heavy DOD budget cuts.

2. The Office of Training (OTR) has been tasked by the Executive Director-Comptroller and the Deputy Director for Support with the responsibility for, (a) salvaging sufficient ISC faculty, program and facility resources to permit a Information Science Training Program in FY 1973 and, (b) determining the Agency's longer range training requirements. Announcements of FY 1973 courses are being prepared and will be distributed this week. This FY 1973 program will contain a series of shortened and otherwise modified versions of recent ISC course offerings. Also, Information Science and Management Science subjects will be inserted in such key OTR programs as the Senior Seminar and the Midcareer, Intelligence Production, and Intelligence and World Affairs courses.

3. In FY 1974 emphasis will be on improving and expanding the inputs in OTR courses. Additionally, there may be a capability to provide separate courses in certain Information Science and Management Science subject areas. The courses under consideration are outlined in the Attachment. It is essential for planning purposes that we receive from your various offices their best estimates of participation in these programs.

MORI/CDF Pages 1-5

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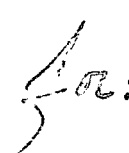
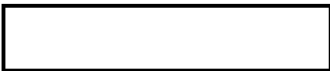
4. Information Science may be defined as the body of knowledge and the methodology dealing with systematic and scientific solutions to intelligence and intelligence support tasks. It combines the approaches used in the disciplines of Systems Analysis, Operations Research and Computer Systems, and such methods as Queuing, Network Analysis, Simulation, Linear Programming, Correlation and Regression Analysis, Statistics, Modeling, and Probability. Management Science refers to the application of Information Science methods to the functions of planning, organizing, controlling and decision-making.

5. All instruction will be presented in intelligence and intelligence management contexts utilizing, if resources permit, a practical, "hands-on", computer terminal teaching approach. Course offerings will be designed for personnel at all levels who need to know the applications of Information Science to intelligence and intelligence support tasks, including the ability to interface effectively with specialists on information handling systems supporting, or otherwise affecting their responsibilities. As such these courses and course inputs are specifically designed for non-specialist systems users. They are not directed toward systems specialists.

6. If there are any questions with respect to the Attachment, please phone the Admissions, Information and Records Branch, OTR, Extension .

7. We would appreciate your responses by 1 August 1972.

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HUGH T. CUNNINGHAM
Director of Training

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ATTACHMENT

MEMORANDUM FOR: Director of Training

ATTENTION : Admissions, Information and Records Branch
(OTR/ISS/AIR), Room 1036, Chamber of
Commerce Building

FROM : _____ (Office Concerned)

Listed below are the best estimates of this office of student enrollments in FY 1974 for the courses described:

<u>Course</u>	<u>Number of Enrollments in FY 1974</u>
A. <u>Information Science for Intelligence (Functions Course)</u>	_____
<p>A six-week course for professional intelligence personnel teaching skills in the applications of Information Science to intelligence collection, production and support tasks. It includes Systems Analysis, Computer Applications, and Operations Research Techniques such as Storage and Retrieval, Linear Programming, Queuing, Bayesian Analysis, Value Analysis, Probability, etc. The course is presented in the context of the intelligence collection, production and support functions of the Agency. Practical, "hands-on" teaching techniques are utilized. Two years intelligence experience is desired but not essential. An engineering or mathematics background is unnecessary. (Grade range -- GS-09 through 14)</p>	

<u>Course</u>	<u>Number of Enrollments in FY 1974</u>
B. <u>Management Science for Intelligence</u>	_____
A one-week course for middle and senior level managers emphasizing the applications of Information Science methods to management tasks. It teaches systematic and quantitative management methods. Course emphasis is on conveying to the student an appreciation of the capability, applicability and limitations of Management Science methods. The student is introduced to the use of computer terminal but skills are not developed. (Grade range -- GS-12 to 15. Special courses can be offered for grades GS-16, 17 and 18.)	
C. <u>Systems Analysis for Intelligence</u>	_____
A two-week course in Systems Analysis Techniques for intelligence professionals. It incorporates much of the Information Science material of the Functions Course (see paragraph 1, A) but is reduced in scope and depth. Practical exercises are utilized and elementary skills are developed. (Grade range -- GS-09 through 14.)	
D. <u>Survey of Intelligence Information Systems</u>	_____
A three-week course for intelligence officers designed to provide an overview of the information handling systems of the various agencies of the Intelligence Community. It surveys the content, services, capabilities, and limitations of these systems. It includes visits to CRS, NPIC, DIA, and NSA. It teaches elementary skills in the use of storage and retrieval and on-line terminals and the application of these skills to intelligence tasks. (Grade range -- GS-09 through 15.)	

<u>Course</u>	<u>Number of Enrollments in FY 1974</u>
E. <u>Workshops in Intelligence System Applications</u>	_____
Two- or three-week special courses designed to meet the unique Information Science training requirements of highly functional areas of application. These can be tailored to meet the such special needs as Indications and Warning, Finance, Current Intelligence, Clandestine Services. (Grade range -- as desired by customer office.)	
F. <u>Any Other Information Science or Management Science Course</u> desired by customer office for non-systems specialist and non-technical personnel. (Describe)	_____

G. Any other comments:	

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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 14-72

11 July 1972

To: All Training Officers of the Agency

INFORMATION SCIENCE TRAINING PROGRAM

The executive responsibility for the USIB sponsored Information Science Program, formerly under the Defense Intelligence Agency, has been assumed by the Central Intelligence Agency. Extensive efforts are underway to present short one-to-four week courses in information science during FY 1973 for the Agency and the Intelligence Community. Under the Office of Training the new program will present three courses given [redacted] for representatives from CIA and other ^{STAT} members of the Intelligence Community. It will also present one-to-three day segments within selected internal Agency courses.

The first course to be offered is "Application of Information Science to Intelligence Functions." This course is designed to introduce to career intelligence professionals the basic elements of the interdisciplinary field of Information Science. The course material is readily understood by those with no technical or scientific education or training. A professional level (GS-9-14) assignment in intelligence is the only prerequisite.

Each student is taught to use and "converse" with a computer terminal, as a basic tool in his work. He is given a fundamental knowledge of computer systems, systems analysis and design, operations research, probability theory, statistics, information storage and retrieval systems, modeling, gaming and simulation--the basic concepts of the technology of information science. Time will be devoted to exercises and case studies in which the student gains experience in applying to an actual, logically synthesized, intelligence problem such techniques as linear programming, queuing, network analysis, correlation and regression, etc. In the last week of the course, the analyst will participate in intelligence problem exercises in which he will employ the techniques and procedures learned.

Objectives: Particular attention has been given, in the design of this course, to meeting firm objectives of significant value to the student. These objectives are:

- a. To familiarize the student with the terminology and basic techniques of information science.

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b. To develop the student's capability to identify and define problems in his professional intelligence field by using information science techniques and to solve such problems at the elementary level.

c. To improve the student's communications capabilities in conferring with information science professionals on more difficult problems and requirements.

d. To encourage the student to pursue the development of his own, and his component's, information science resources and capabilities.

e. To provide a wider range of rational choices to the professional in the analysis, problem solving and decision making tasks of his functional area of responsibility through his introduction to the basic tools and language of information science.

DATES 11 September - 6 October 1972
 0900 - 1600 4 weeks full-time

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REGISTRATION Form 73, "Request for Internal Training," should be submitted to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, by 25 August 1972, through the Training Officer. For information on registration call OTR/ISS/AIR,

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